

Eastern Illinois University The Keep

Minutes

Staff Senate

1996

January 22, 1996

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STAFF SENATE

Minutes of Jan. 22, 1996 (Vol. 3, No. 10)

(Minutes are on
GOPHER and TRN@eu.min)

The meeting was called to order by Staff Senate President Bingham-Porter, at 1:15 p.m., BOG Room, Library.

Present: Sandy Bingham-Porter, Jean Liggett, Teresa Sims, Bev Pederson, John Flynn, Adam Due, Bob Thomas, Kathy Cartwright, Arlene Kraft, Vilma Robinson, Jone Zieren, Vickie Gilbert
Absent: Anita Thomas, Sherry McKee, Terry Tomer, Dennis Jones, Wayne Bosler
Visitors: VPBA Olsen, Dir. HR Michaud

I. Correspondence

- A. Letter from Michaud on Proposed Policy on Campus Involvement.

II. Old Business

- A. Approval of Minutes: Jan. 8, 1996 minutes were filed as this was an unofficial meeting.

B. Searches

- 1. Assistant Director of Student Life (McKee) Interview schedules are out.
- 2. Executive Director of Development (Jones, Pederson) Meeting on Jan. 24. Doing telephone interviews now.

C. Standing Committees

- 1. Personnel Policies, Benefits, and Welfare (Due/Jones/Flynn)
- 2. Budget and Planning (Sims/Tomer/Cartwright)
- 3. Liaison (Gilbert/Kraft/Zieren) ANYONE WITH CONCERNS ABOUT A POLICY OF NO FOOD OR DRINK IN ANY CLASSROOM, PLEASE CONTACT any Staff Senator before Feb. 19 with these concerns/comments. We want to know if there is a concern about food and drinks in classrooms.
- 4. Staff Outreach (B. Thomas/McKey)
- 5. Election (Liggett/A.Thomas/Bosler/Pederson) Will meet before Feb. 19 meeting.

D. Appointments

E. Committees

- 1. CUPB (Flynn/Tomer) No report.
- 2. Task Force on Integration of Lower-Division Student Service (Kraft) Report is due by the end of January to all groups.
- 3. Child Care (Sims) No report.
- 4. Constitution Committee: This committee will meet in January.
- 5. Sick Leave Bank - Since the Board of Trustees is in place President Bingham-Porter asked that this be removed from the table and a committee draft a sick leave bank policy. Motion (Sims/Liggett) to remove from table. Motion carried. VPBA Olsen stated that the policy manual is in the process of being printed and changes were minor, mostly references to BOG, etc. Motion passed. Director HR Michaud, Kathy Ashmore, Adam Due were appointed to draft the sick leave policy. ANY ONE WANTING TO VOLUNTEER TO SERVE ON THIS COMMITTEE FROM THE CAMPUS STAFF PLEASE CONTACT President Bingham-Porter or any Staff Senator before Feb. 19th.

III. Reports

IV. New Business

- A. Christ Merrifield will attend the Feb. 26th meeting.
- B. Proposed policy on Campus Involvement. This is proposed as follows:

"Campus Involvement

Eastern Illinois University encourages its non-faculty staff members to participate in university committees and organizations. This service encourages a spirit of cooperation and a collaborative environment that serves to recognize the contributions of everyone toward the betterment of the institution.

Due to the limited number of committee appointments and organizational offices, individuals should limit their personal participation to provide opportunities for the involvement of other individuals. Voluntary participation in university committees and organizations shall be limited to a reasonable amount of time, not to exceed ten percent of the normal work week. Exceptions to this limit shall include presidential appointments and other unusual cases, at the discretion of the supervisor."

This has gone forward to the President's Council. Director Michaud stated complaints from individual supervisors that individuals are spending too much time away from their jobs have come forward. This policy is addressed to all non-exempt employees. Senator Sims stated her concern about "at the discretion of the supervisor." Is this in conjunction with or separate from union contracts? Dir. Michaud stated there are exceptions like negotiations, grievances, but it is the responsibility of the employee. Senator Zieren stated this was a policy that took away responsibility from the employee. Senator Bingham-Porter stated that it sends a negative message to those who volunteer. Senator Sims stated that employees know if their office is in a busy time and the employee can say that they won't meet at that time; 10% is a slap in the face. VPBA Olsen stated that the supervisor language came from the President's Council. They want to have uniform flexibility across campus. It is good for everyone to be involved but departments get cut short when employees volunteer. Supervisors don't know what they can do or can't do so a policy is needed. Dir. Michaud stated complaints have come from supervisors. Senator Cartwright asked if supervisors have documented the hours employees are gone. Dir. Michaud stated that other employees have been covering for those going to meetings. Senator Bingham-Porter stated that the President had asked that employees be involved. Senator Kraft stated that she saw both sides but it was important to be involved. Senator Cartwright asked if this would be involved in a supervisor training; the policy won't be enforced the same way across the campus. VPBA Olsen wanted to know what to say to a supervisor who say an employee can have only 1 hour a week without a policy. Senator Flynn stated that any volunteer appointment to a committee should be cleared with the supervisor first. Dir. Michaud stated that the problem is that it is not cleared with the supervisor. Senator Sims stated that the Union Steward position takes more time and search committees are very time consuming. Dir. Michaud asked if we needed so much representation. Senator Sims stated that sometimes committee positions relate to that many areas. Senator Cartwright stated that committees such as Student Life goes across all areas. Senator Flynn asked if we needed so many people on searches. Senator Sims stated that if candidates for search positions come in two times a week, employees should be allowed to attend if those search positions relate to the employee's area and that the employees and supervisors need to be talking together. Dir. Michaud stated that alot of Human Relations problems he has to deal with relate with the employee being gone too much. What is a reasonable period of time to be gone from the job? VPBA Olsen stated that this language is a starting point. Senator Thomas asked if the policy would include travel time and stated that the 3.75 hours would include travel time from some supervisors and that travel time is a problem. Dir. Michaud stated that this should be a guideline not a policy as a benchmark is needed. Senator Bingham-Porter asked if commencement volunteering would be included. Dir. Michaud stated that this would not apply to out of work hours. Senator Cartwright stated that we needed to take this back to our individual areas and get input. Senators are to let President Bingham-Porter know

before Feb. 19th results of the different areas' input on the guideline.

C. Agenda Items

1. Chris Merrifield
2. Campus Involvement
3. Elections Committee
4. Sick Leave Bank Committee

Meeting Schedule for Staff Senate, BOG Room of Library, 1:15-3:00 p.m., February 19, 1996.

February 26, 1996

March 11, 1996

March 25, 1996

April 8, 1996

April 22, 1996

May 13, 1996

May 27, 1996

June 10, 1996

June 24, 1996

V. Adjournment

The meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Jean Liggett, Staff Senate Secretary